



Seat Management Workgroup

Minutes

Electronic Government Implementation Conference Room,

Washington Building, Richmond Virginia

Monday, February 26, 2001

2:00 pm

ATTENDANCE

Members Present:

Ed Ernouf (PDC); Steve Kelliher (VDOT); Naseem Reza (VSP); Wayne Stafford (DOC) Chairman.

Presenters, Guests, Staff and Representatives Present:

(Dwain Cox (ACS), Curt Diemer (eGov), Paul Dodson (DIT), Don Fraser (DynCorp), John Hagerty (Compaq), John Haynes (DynCorp),), Jim Hughes (Unisys), Betsy Layma (College of W&M), Ron Layne (ABC), Dan Moore (CACI), Ray Patterson (TRESP), Chris Saneda (ABC), Constance Scott (eGov), Chuck Tyger (eGov).

Members Absent:

Laverne Branch (DGS); Courtney Carpenter (College of W&M); Ken Mittendorff (Supreme Court); Keith Segerson (GMU); Pete Stamps (Lottery); Rick Wilhelm (Fairfax County); George Williams (UVA).

WELCOME AND OPENING REMARKS

Chairman Wayne Stafford convened the meeting of the Seat Management Workgroup at 2:00 pm.

APPROVAL OF MINUTES

The minutes of the 12/11/2000 and 1/22/2001 meeting were approved.

STATUS REPORT FROM THE CONTRACT AMMENDMENT WORKGROUP

Discussion – Steve Kelliher (VDOT) and Constance Scott (eGov)

Steve Kelliher distributed several contract amendment request that had been received and evaluated by the Contract Amendments workgroup. (Attachment A) The workgroup forwarded all of the requests to the full committee for discussion.

A copy of the draft Contract Change Process was distributed by Constance Scott and discussed. (Attachment B) A broad discussion took place regarding the requests and the amendments process but no action was taken.

SMART WEB INQUIRY FORM

Presentation – Constance Scott (eGov)

A copy of the new web inquiry form was distributed. Constance discussed the SMART web inquiry form and it's purposes and gave out the URL of the website where it will be placed.

SMART PREBIDDING CONFERENCE AT THE DEPARTMENT OF CORRECTIONS

Presentation – Wayne Stafford (DOC) Wayne Stafford discussed the pre bidding process that the Department of Corrections is currently going through with the 3 SMART vendors. Constance Scott stated that the Seat Management section would be using the Department of Corrections' experience and services matrix as guide to develop a repeatable process for other agencies.

TCO STATUS

Presentation – Chuck Tyger, Constance Scott (eGov) Chuck Tyger reviewed the current TCO process and the current draft guidelines. He detailed the specific requirements of a Gartner TCO. Wayne Stafford encouraged the Committee to continue to evaluate the draft guidelines and stated that they are not ready for a final approval vote yet. However, he would like to have a final at the next meeting so that the Committee can vote whether or not to recommend them to the full COTS Committee. Constance Scott reported on the ongoing efforts that are being made to create an education and outreach program for TCO services and Seat Management to state agencies by the Seat Management Section. She is also developing a business plan for the Seat Management Section which will eventually be places on the SMART website. A discussion of the current status of the statewide PC/Hardware contract took place.

Action Items

Seat Management will continue to market TCO and Seat Management services and finalize a business plan and place it on the website.

MEMO FROM COTS EXECUTIVE DIRECTOR REGARDING WORKGROUP TRACKING

Presentation and Discussion – Wayne Stafford

The memo from Dave Nims, COTS Executive Director was distributed and discussed. The memo gave direction for tracking Workgroup activities. This will be on the agenda of the next meeting

Action Items

Discuss the memo and develop tracking procedures at the next meeting.

ADJOURN

The meeting was adjourned at 4:00 p.m.

NEXT MEETING

March 26th, Department of Information Technology, 3rd Floor Executive Conference Room
(Richmond Plaza Building, 7th Street entrance, Richmond, Virginia, at 2:00 P.M.

Respectfully Submitted,

Curt Diemer

Electronic Government Implementation Division